

Upton Cemetery Commission

Meeting Minutes

Date: 3-18-2021, 2-2:53PM

Present:

Bob Pray – Chair

Glenn Fowler – member

Ed Phillips – Secretary

Kelly McElreath – Town Clerk, gotomeeting manager

Agenda Items

- Review and approve minutes of last meeting – Glenn and Bob approved the minutes and they will be forwarded to Kelly for posting.
- Maplewood Cemetery update –
 - Glenn informed us that BVT had prepared three pickets for Maplewood's fence, each from a different material, i.e. pressure treated, cedar, and composite, for our review. He will pick them up later today so we can evaluate.
 - Glenn will visit Maplewood next Monday and Tuesday to attempt to determine where missing boundary markers should be.
- Status of Cemetery Software RFP.
 - The four submitted bids were reviewed by each of the commission members and there was much lively discussion.
 - Three bids, Stellar Services, Cem Sites and Coast Technologies were disqualified for not submitting their price proposals separate from their technical proposals. It was also noted that Stellar and Coast's proposals would have

been rejected due to lack of prior cemetery software experience.

- Bob informed us that out of the six bidders that he notified about the available bid, only two of them submitted a bid.
 - A couple responded that our bid was apparently too complex so they chose to not submit a proposal.
 - There was a lengthy debate whether to reject all bids. It was proposed to accept Ramaker's Cims Cloud software as being technically acceptable. It was then asked what price they bid. At this point Kelly interjected that revealing their price proposals was not acceptable until after we accepted their technical bid and set-up a meeting to begin a dialogue with them.
 - It was voted to accept Ramaker's technical bid and to send an email to Derek to reveal their price proposal before proceeding with any further discussions. Bob agreed to draft the email to Derek, run it by Glenn and I first before submitting it to Derek.
 - It was generally felt a bid in excess of \$30k would not be considered acceptable.
- Review Recent Sales, burials and sign deeds
 - Glenn noted no activity in the past week.